

**Chief Financial Officer**  
**District Office**  
**Kern Community College District**  
**JOB DESCRIPTION**

**Definition**

Under the direction of the Chancellor, the Chief Financial Officer (CFO) serves as the chief fiscal officer of the District and has responsibility for District business services. The CFO directs designated District functions including budgeting, accounting, purchasing, records management, investments, and capital projects planning and construction.

**Examples of Duties**

- 1) Represent the District with Federal, State, and Local government entities such as legal counsel, County Auditor and Treasurer, County Offices of Education, Self-Insured Schools of California (SISC), Board Finance Committee, Bond Oversight Committee, Board Legislative Committee, and the Chancellor's Office of the California Community Colleges.
- 2) Serve on or chair various District committees such as the Fringe Benefit Committee, and District/college Business Managers' Meetings.
- 3) Conduct research studies as needed to improve the operational effectiveness of the District, particularly its business systems and process.
- 4) Direct the development and control of the District Budget.
- 5) Direct and supervise all aspects of Business Services and Facility Development, including the preparation of annual goals and objectives.
- 6) Provide management oversight for accounting, finance, purchasing, and business office functions, including review and documentation of procedures.
- 7) Initiate, interpret, and administer policies and procedures for fiscal affairs, auxiliary services, and other areas of responsibility.
- 8) Direct and supervise the capital outlay, deferred maintenance, and construction.
- 9) Explore alternative sources of revenue enhancement, including costs reduction strategies, partnerships, and major gifts.
- 10) Assume additional managerial responsibilities as appropriate to the position.

## Minimum Qualifications

- Earned Master's Degree from an accredited institution, preferably with a strong emphasis in fiscal management, or a C.P.A., or the equivalent.
- Eight (8) years of experience in a responsible administrative position(s) in an educational, industrial, or public setting which includes four (4) years experience as a business official directing budgeting and accounting functions, projecting revenue, utilizing fiscal models, and setting controls to monitor revenue and/or expense variances.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

## Knowledge and Abilities

- Knowledge of principles and practices of community college business administration, community college finance, automated financial systems, accounting, budgeting, audits, and financial operations, Education Code and other codes related to community colleges and sound risk management practices.
- Ability to relate to and effectively communicates with the community, administrators, faculty, staff, students, and the Board of Trustees.
- Ability to effectively plan and manage the business services operations of a multi-campus community college district.
- Knowledge of the mission of the California Community Colleges; Federal and California legislation, laws, regulations; and processes.
- Ability to maintain cooperative relationships with those contacted in the course of work, ability to communicate effectively both orally and in writing, with public and the staff, and to coordinate and facilitate meetings.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Working Conditions (continued)

Seldom—Less than 25 percent = 1  
Occasional—25-50 percent = 2

Often—51-75 percent = 3  
Very Frequent—76 percent and above = 4

<b>Ratings</b>	<b>Essential Physical Requirements</b>
4	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
2	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
4	Ability to operate office equipment.

**Status/Rationale**

This is a non-educational administrator position.

**Signatures/Approval**

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

08/11/17